

# Washington Medicaid Administrative Random Moment Time Study (RMTS)

## A Participant's Quick Reference Guide

**What is a Random Moment Time Study (RMTS)?** RMTS is a tool used by the MAC (Medicaid Administrative Claiming) program to measure what a person is doing during a moment of time during the work day. A specific date and time are chosen and assigned to a participant to identify what activity he or she is doing at that time. Four questions are asked: What type of activity are you doing? What specifically are you doing? Whom are you with? Why are you performing this activity? You should utilize the dropdowns selection to complete your moment. If you do not see a dropdown that fits your activity then you may select "Other" to type in your answer. Student or staff names should NOT be identified.

**Who participates in a RMTS?** School personnel who provide direct service to children, such as PT, OT, SPL, nursing services or mental health services, as well as support personnel who assist and support direct service activities. Also, personnel who assist students and families in learning about Medicaid/Apple Health, or applying for Medicaid/Apple Health or with connecting to health care resources.

**How does RMTS work?** The names of all Time Study Participants across the state are entered into a pool along with their work schedules. Then moments (the combination of a name and one minute when they are scheduled to be working) are randomly selected from the pool.

**New Participants/Getting Started:** As a new participant, you will receive an email *at the start of the quarter* with a User name and temporary password allowing access to the system should you later be selected to record a "moment." **Logging in, selecting a personal password, and completing the required online training are strongly suggested at this time.**

**Completing Your "Moment(s):"** If you are selected to record a random moment, you will receive an email from [MAC@HCA.wa.gov](mailto:MAC@HCA.wa.gov), at the time of the moment assigned.

1. Click on the web link provided.
2. Log into the system using your assigned User id and the password you created.
3. Once logged in, click on your first "moment" (one minute).
4. Answer the four questions:
  - What type of activity were you doing?
  - What specifically were you doing?
  - Why were you performing this activity?
  - Who were you with?

Select your answer from the lists. If the options do not adequately describe your activity, you may choose the answer

'Other activity not listed above' and use the free-form text section to provide your answer.

**Sample answers might include:**

**What type of activity were you doing?** Delivering direct medical services (including related paperwork)

**What specifically were you doing?** Planning for medical services.

**Why were you performing this activity?** To prepare for the delivery of medical/health services.

**Who were you with?** Alone.

*It is important to indicate whether the activity was focused on medical, behavioral, academic or administrative concerns.*

5. Be sure to certify your response by clicking the box at the bottom left of the answer a moment screen, then click 'Save.'

6. Two (2) working days are allowed to complete your assigned moment. Email reminders are sent if moments are not completed. After the grace period, the moment cannot be completed, altered, or edited.

### FAQs

**How will I know I have to record a random moment?** You will receive notification by email, specifying the selected moment. These notices will come from [MAC@HCA.wa.gov](mailto:MAC@HCA.wa.gov).

**What if I forget my password?** Click the "Forgot Password?" link on the site. You'll receive a new, temporary password via email. Login and create a new, personal password.

**What happens if I don't record my assigned moment?** If you don't record your "moment" within two (2) working days, the state is unable to use your time study information to calculate the percent of reimbursable time, and your school district may receive reduced reimbursement for failing to comply with the MAC program requirements.

**Do I record students' names and/or students' in my RMTS?** No.

**What if I'm out sick or driving at the time of my random moment?** Indicate you were sick, or, if you were driving to/from work or to/from a therapy session or other meeting.

**What if I am multi-tasking during a random moment?** Select the predominant activity and provide appropriate detail.

**What if I make a mistake or record the wrong activity?**

During the grace period, you may log in at any time and change your response.

**Need more help? Don't wait! Call or email –**

**1-800-535-6741 · [MedicaidAdmMatch@umassmed.edu](mailto:MedicaidAdmMatch@umassmed.edu)**